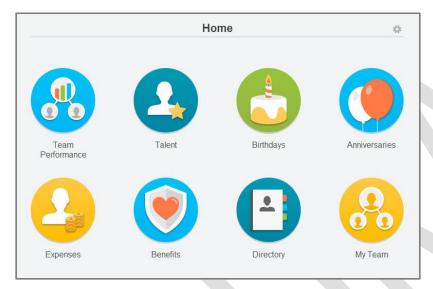
# **Using Tools and Navigation**



#### **Navigating the Home Landing Page**

The FermiWork Landing page displays worklets that provide access to tasks and reports.

The FermiWorkAdoption Toolkit provides Quick Reference Cards that detail how to navigate these worklets, and explains some of the most common worklets.



Because the Home Landing page is highly configurable, your organization may display different worklets.

### **Configuring Worklets**

Additional worklets can be added to your Home page, if allowed by your organization.

From your Home page:

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- 1. Click the **Settings** icon in the upper right hand corner of the landing page. The Configure Worklets page displays.
- 2. Click the **Plus** icon to add a new worklet.
- 3. Click the **Prompt** icon and select from the list of existing worklets.
- 4. Click the **Minus** icon to remove a worklet from the dashboard.
- 5. Click the **Up Arrow** or **Down Arrow** to reorder the worklets on the page.
- 6. Click OK > Done.

#### **Using Related Actions and the Menu Icon**

The **Menu** icon contains links to landing pages, dashboards, and documentation (if configured).

The **Related Actions** icon displays next to an object when there are actions relevant to the object. For example, the Related Actions icon next to your name accesses tasks and data pertaining to your worker record.

Options beginning with the word "View" are view-only actions.

Detach the menu from the Related Actions icon by clicking and dragging the **ellipsis** icon at the top of the Available Actions

# **Using Tools and Navigation**



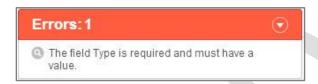
menu.



Alerts notify you of a potential problem on the page, but the task can still be completed.

### **Understanding Error and Alert Messages**

Error and alert messages display in the upper right-hand portion of the page. They typically identify the specific field or fields where information is missing, entered incorrectly, or in conflict with a rule set up by your organization.



Errors will not allow you to complete the task until you have fixed the error.



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